

**FRANKLIN COUNTY COMMISSIONERS
HUMAN RESOURCES DEPARTMENT
373 South High Street, 25th Floor
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Training Administrator **PCN:** 060310
(Non-Bargaining)

SUPERVISOR: Margaret K. Snow, SPHR Human Resources Director

Primary Responsibilities: Manage and direct training programs for agencies reporting to the Franklin County Commissioners. Instruct a staff in providing training for agencies in the following areas: supervisory training, organizational development, staff development, employee recognition, human resources and specialized agency training programs. Consult with the Deputy County Administrator, Human Resources Director, and other agency directors in assessing staff training needs and in establishing programs to meet those needs. Develop training policies and procedures to meet diversified areas of an agency's workforce. Develop annual training budget. Review the programs of training officers to ensure that training schedules are met. Administer maintenance and retention of training records and reports. Attend meetings, conferences, training sessions and seminars as required.

Minimum Qualifications: Desire Bachelor's Degree in Organizational Development, Industrial Psychology, Psychology, Education, Social Work, Human Resource Management or equivalent combination of education & yrs. exp. including a minimum of five yrs. relevant exp. A Master's Degree and 3-5 yrs. supervisory exp. are preferred. ASTD – CPLP certifications highly desirable. 12 mos. exp. in analyzing individuals' or agency's training needs & developing & delivering training activities to meet those needs, or 3 courses in management science (i.e., human resource training & development, containing study of behavioral concepts & organization practices related to training & developing human resources & organizational development or 9 mos. training or teaching exp.); 3 courses in psychology or education dealing with learning, transfer, motivation & evaluation (or 9 mos. exp.); 100 hrs. training in operation of audio-visual equipment (or 1 mo. exp.); 300 hrs. training in supervision (or 3 mos exp.); 1 course in budgeting (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.

STARTING SALARY: \$25.60/hour, plus a comprehensive benefits package.

DEADLINE FOR APPLYING: Open Until Filled

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

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5/25/2010